



# MMCC8045

## Professional Practices

Session 2, Online-scheduled-weekday 2024

*Department of Media, Communications, Creative Arts, Language and Literature*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

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Credit points

10

Prerequisites

Admission to MCrInd or MMediaComm

Corequisites

Co-badged status

Unit description

In this unit, students apply their academic learning to employment contexts, gain a deeper understanding of the job market and industry, and develop a stronger career identity. Students must undertake a 30-hour (minimum) Professional Practice Activity where they have the option to partake in an internship or design their own professional project that will help them meet career objectives. This unit promotes learning through participation with community partners as well as the development of graduate capabilities, professional skills, and career management skills.

Visit [Employability Connect](#) for important information on this unit.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** develop professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace

**ULO2:** integrate reflective practice and self-management tactics to improve employability.

**ULO3:** connect, synthesize, and apply theoretical knowledge to employment and project contexts

**ULO4:** communicate media/creative industries discourse in appropriate styles and

formats.

## General Assessment Information

Unless a *Special Consideration* request has been submitted and approved, a **5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends)**. After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue. This late penalty will apply to written reports and recordings only. **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs **will be addressed by the unit convenor in a Special consideration application**).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Portfolio Part 1</a>	35%	No	2024-09-06
<a href="#">Portfolio Part 2</a>	35%	No	2024-10-28
<a href="#">Online Quizzes</a>	30%	No	23:55 on 16/08/2024, 13/09/2024, and 18/10/2024

### Portfolio Part 1

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 26 hours

Due: **2024-09-06**

Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in the first half of semester, including key tasks related to professional development, career management, reflective practice and integrating disciplinary knowledge. To complete this task, students must have their Professional Practice Activity (PPA) approved by the unit staff. Refer to iLearn for further information.

On successful completion you will be able to:

- integrate reflective practice and self-management tactics to improve employability.
- connect, synthesize, and apply theoretical knowledge to employment and project contexts
- communicate media/creative industries discourse in appropriate styles and formats.

## Portfolio Part 2

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 26 hours

Due: **2024-10-28**

Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in the second half of this unit, including key tasks related to professional development, career management, reflective practice, and integrating disciplinary knowledge. As part of this task, students must show they have completed the minimum 30 hours in the approved Professional Practice Activity (PPA). To do this, students must log their hours and work completed in the unit log sheet, and have this signed off by their PPA supervisor. Refer to iLearn for further information.

On successful completion you will be able to:

- integrate reflective practice and self-management tactics to improve employability.
- connect, synthesize, and apply theoretical knowledge to employment and project contexts
- communicate media/creative industries discourse in appropriate styles and formats.

## Online Quizzes

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 13 hours

Due: **23:55 on 16/08/2024, 13/09/2024, and 18/10/2024**

Weighting: **30%**

Students will complete online quizzes that will assess their knowledge and understanding of unit content. Refer to iLearn for further information.

On successful completion you will be able to:

- develop professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace
- connect, synthesize, and apply theoretical knowledge to employment and project contexts

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

### Classes

This unit has 2-hour weekly seminars in weeks 1-11. Attendance is expected at all classes. Seminars are not recorded. Please refer to the timetable for specific class details.

Classes start in **Week One**.

### PACE Activity

MMCC8045 is a PACE unit, which is intended to provide students with hands-on experience and opportunities to build their professional networks. In order to fulfil the requirements of this unit, students must undertake a 30hour (minimum) PACE Activity\* working under supervision. All internships must be approved by the University before students can proceed, and must be completed within semester dates (unless Early Commencement has been approved). Internships can be paid or unpaid.

Students have two options in this unit. They may nominate their own internship to the unit staff for approval, or they can be allocated a university internship based on their preferences. Students are encouraged to find their own internship as this will help them to build their professional networks.

Students are encouraged to utilise the following resources:

- [All About PACE/WIL on CareerHub](#)
- [MQ Career and Employment Services](#)
- [WIL for international students](#)

Once students have started their approved internship, they must keep a record of their hours using the online [log sheet](#). At the end of their internship, and once they have completed a minimum of 30hours, students need to send their log sheet to their supervisor to sign off on. This must be done before the log sheet and Portfolio 2 due date (further details on iLearn).

\*'PACE Activity' is the same as a 'Professional Practice Activity' - it may refer to an internship or a professional project completed under supervision.

### Staff

The unit convenor manages the academic side of the unit, and ensures the PACE activity meets the learning outcomes, while the Arts PACE Officer handles the all administrative components of the internships, including risk assessments and approvals. If your query relates to internships it is a good idea to email both the unit convenor and Arts PACE officer together in the one email. If

your email is just referring to an assignment, you can email the unit convenor only.

### **Emails**

You are expected to regularly check your student email account throughout the semester and up until grades are released. You are also expected to respond to the unit staff and your PACE supervisor in a timely and professional manner. If you have a query, please email during business hours, and use your student email account. If you are not able to access your student email account, please provide an alternative account ASAP for staff and supervisors to contact you. Please allow 48 business hours for a response.

### **Consultations**

The unit convenor will hold regularly weekly consultations on zoom where you can discuss your progress, the course content, and any issues or concerns. You may attend these consultations individually or in groups. No appointment is necessary, but please arrive within the first 15 minutes of the scheduled time. See iLearn for consultation times and zoom link.

### **Website**

The website for this unit is provided through the University's iLearn system, which can be found [here](#). If you are enrolled in this unit you should have access to the material on iLearn (from one week before the start of semester). You are expected to regularly visit the unit's iLearn site to engage with the unit materials and announcements, utilise the assessment and career resources, and interact with your peers.

### **Readings**

The MMCC8045 unit readings are listed on iLearn and accessed via Leganto. The readings are essential preparation for your assignments and help you meet the learning outcomes. Students' understanding of, and engagement with, the readings are also assessed in the Online Quizzes and Portfolio assessments. You are expected to go beyond the set readings through independent research that is both specific to your area of study and also to your PACE experience.

### **Technology used and required**

Computer and Internet access are required. Basic computer skills (e.g. internet browsing), skills in word processing and powerpoint, and emailing are also a requirement.

## **Policies and Procedures**

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)

- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

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Unit information based on version 2024.01 of the [Handbook](#)